

Detailed Procedures for  
Requesting, Funding and Crediting  
Certain Military Service  
in the  
U.S. Army Non-appropriated Fund Employee Retirement Plan

1. Employee/Participant must

a. Sign Statement of Intent and submit it to the Retirement Program Manager with:  
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(1) A completed EBB Form 2800, "Application to Make Deposit for Military Service Credit to the U.S. Army Nonappropriated Fund Employee Retirement Plan".

(2) DD Form 214, "Certificate of Release or Discharge from Active Duty,"

NOTE==> If DD Form 214 is not available, the employee may obtain a copy from the appropriate military records center (Addresses at Form named "Sources of Documentation of Military Service") by submitting SF 180, and

(3) Acceptable base pay documentation as follows:

(a) Actual pay records for the first five years of military service attached to EBB form 2800 or

(b) EBB Form RI 20-97 (Estimated Earnings during Military Service). If you have more than 5 years of military earnings, please specify on form that you want the first five years only.

2. Upon receipt of the information and documentation in paragraph 1 above, the Retirement Team will compute the amount due (the deposit) for the military service credit in the following manner:

a. The Retirement Team will compute seven percent (7.0%) of base military pay for entire period of creditable military service. If the participant has more than five (5) years of service, the Retirement Team will compute seven percent (7.0%) of the lowest salaried five- (5) year period of military service.

b. If the entire deposit is not paid within the time period described below, the Retirement Team will compute interest at eight percent (8.0%) compounded annually:

– (1) for employees or for participants who were participating in the Plan on 1 Jan 98, interest is first added to the unpaid balance of the deposit on 1 Jan 2001.

(2) for employees or participants whose entrance on duty date is 1 Jan 98 or later, interest is first added to the deposit and computed on the unpaid balance of the deposit three (3) years from the participant's entrance on duty date.

c. If an employee wants to make the deposit through payroll deduction over a period of time, the Retirement Team computes the interest amount due through the period of time stated by the employee. The Retirement Team divides the deposit by the number of pay periods covering the period selected by the participant. This is the biweekly amount due for that period of time. Minimum biweekly payment amount is \$50.00. If the biweekly payment is insufficient to complete the entire deposit during the interest free time period, interest will be required only on the balance remaining at the end of the interest free time period. The Retirement Team will provide the participant with payment election of a biweekly payment or one lump sum payment.

3. The Retirement Team provides the participant with a projection of his or her estimated pension benefit with and without military service credit and a separate projection including military service credit assuming the participant's salary increases on an average of two percent (2.0%) per year. The participant can then compare the projected estimated monthly annuity benefit with and without the military service credit.

4. Military service will not be credited until full payment of the deposit has been received by the Retirement Team. If the participant has not paid for the whole period of military service by his/her separation date, he/she (or the survivor(s) if applicable) will be afforded an opportunity to deposit any balance remaining in a lump sum. If the remaining balance is not paid by the participant or survivor(s) in a lump sum, all partial payments received by the Retirement Team through the separation of the participant will be refunded to the participant or survivor(s) as appropriate without credit for the military service. Additionally, military service will not be credited until the employee has participated in the retirement plan for a minimum of 5 years.

5. If employee separates before participating in the retirement plan for a minimum of 5 years, he/she will receive a full refund of the military service credit deposit and contributions to the retirement plan.

6. Military service deposits will not be required for periods of military service before 1 Jan 57. Participants must submit proof of military service in accordance with above instructions. Employees must participate in the retirement plan for a minimum of 5 years to receive free credit for military service prior to 1 Jan 57.

7. All forms necessary for requesting purchase of military service are in the Benefits Forms section of [www.nafbenefits.com](http://www.nafbenefits.com) or available from your servicing Human Resources Office.

8. Point of Contact for the Retirement Program Manager is Ms. Patricia Nadeau 703-681-7264. Toll free U.S. 1-877-384-2340; from overseas, dial AT&T direct access, then the toll free number.

